



## Goddard Procedural Requirements (GPR)

**DIRECTIVE NO.** GPR 2200.1B  
**EFFECTIVE DATE:** July 16, 2019  
**EXPIRATION DATE:** January 10, 2023

**APPROVED BY Signature:** Original Signed By  
**NAME:** David A. Reth  
**TITLE:** Director, Management Operations Directorate

### **COMPLIANCE IS MANDATORY**

**Responsible Office:** Code 270/Information and Logistics Management Division

**Title:** Processing and Approval of NASA Scientific and Technical Information (STI)

## **PREFACE**

### **P.1 PURPOSE**

This GPR establishes the responsibilities and procedures for the review and approval of NASA scientific and technical information (STI) to preclude its inappropriate dissemination prior to being published, released external to the Agency, or made available to foreign persons by, or at the direction of, NASA. The electronic Document Availability Authorization (eDAA) clearance process implements the required Agency requirements for the review and approval of STI.

### **P.2 APPLICABILITY**

- a. This GPR applies to all Goddard Space Flight Center (GSFC) personnel who author and disseminate NASA STI including contractors, grantees, and cooperative agreement recipients to the extent specified in their contracts, grants, and agreements.
- b. These procedural requirements also apply to managers, Technical Monitors, Grants Officers (GOs), Grants Technical Officers (GTOs), Contracting Officers (COs), Contracting Officer's Representatives (CORs), Intellectual Property Officers (IPOs), and the Center Export Administrator (CEA), or designees, who review and approve the content and dissemination of NASA STI.
- c. These requirements apply to the dissemination of NASA STI in both print and electronic media. Print media includes professional journal articles, conference presentations, and NASA technical publications in the NASA STI series, such as Technical Memorandums (TMs) and Conference Publications (CPs). Electronic media include websites, multimedia, and CD-ROM/DVD. Electronic releases may be the only media, or they may accompany or supplement release of NASA STI in print form.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- e. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission; "should"

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denotes a good practice and is recommended but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

### **P.3 AUTHORITY**

- a. NPD 2200.1., Management of NASA Scientific and Technical Information
- b. NPR 2200.2., Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information

### **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. Rehabilitation Act of 1973, Section 508, as amended, 29 U.S.C § 794d
- b. NASA Style Guide, <http://communications.nasa.gov/content/nasa-comm-guidelines>
- c. NASA Form 1676, NASA Scientific and Technical Information (STI) Document Availability Authorization (DAA), Electronic Form
- d. NASA Form 1679, Disclosure of Invention and New Technology (including Software)
- e. GSFC Form 25-49, GSFC STI Public Disclosure Export Control Checklist
- f. GSFC 25-52, Mentor Preliminary Review Checklist for Intern Projects
- g. GSFC Form 25-55, Scientific and Technical Information Liaison Officer Designation

### **P.5 CANCELLATION**

GPR 2200.1, Processing and Approval of NASA Scientific and Technical Information (STI)

### **P.6 SAFETY**

None

### **P.7 TRAINING**

The Center STI Manager provides STI training and periodic outreach to STI authors, initiators, and management approvers. A training module in the System for Administration, Training, and Educational Resources for NASA (SATERN) system entitled, “GSFC Scientific and Technical Information (STI) Training for Authors,” is a recommended course for authors to understand STI review requirements.

## P.8 RECORDS

Record Title	Record Custodian	Retention
Document Availability Authorization (DAA) Records (NASA Form 1676)	Agency STI Program Office (eDAA System)	*NRRS 2/8A1 Destroy/delete 5 years after date of publication or when reference value cease, whichever is later.
STI Papers	Author or administrative office as applicable	*NRRS 2/8A2 Destroy/delete 15 years after document is published.
GSFC 25-49, GSFC STI Public Disclosure Export Control Checklist	GSFC Export Control Office, Code 274	*NRRS 2/7.5 For Paper Records, retire to the FRC five years after the export approval date or the expiration of the license, whichever is longer. Maintain electronic records on site. Destroy when 10 years old.
GSFC 25-52, Mentor Preliminary Review Checklist for Intern Projects	Technical Information and Management Services Branch, Code 271	*NRRS 3/2 Destroy when superseded or obsolete or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.
GSFC 25-55, Scientific and Technical Information Liaison Officer Designation	Technical Information and Management Services Branch, Code 271	*NRRS 3/2 Destroy when superseded or obsolete or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.

\*NRRS – NASA Records Retention Schedules ([NRRS 1441.1](#))

## P.9 MEASUREMENT/VERIFICATION

The Agency STI Program Office assesses the Center's compliance through annual compliance audits.

## PROCEDURES

### CHAPTER 1. Overview

#### 1.1 Introduction

In accordance with the National Aeronautics and Space Act, NASA will "provide for the widest practicable and appropriate dissemination of information concerning its activities and the results thereof." NASA's mission is to disseminate the Agency's STI to the widest possible audience. STI is defined as the results (the analyses of data and facts and resulting conclusions) of basic and applied scientific, technical, and related engineering research and development. Unless a determination is made that public dissemination of information will be prohibited or restricted, NASA information is broadly made available to the public. NASA's responsibility is to broadly disseminate STI and to protect

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(archive) this information to ensure its access and use for the future while safeguarding sensitive and restricted STI.

- a. NASA STI policy requires review and approval of NASA STI prior to its release externally to NASA, or internally to foreign nations. NASA STI is derived from NASA activities, including those generated by NASA-sponsored or NASA-funded research and development and related efforts, where NASA has the right to publish or otherwise disseminate the STI. STI is disseminated in various versions including abstracts, drafts, finals, preprints, and accepted manuscripts. The NASA STI review protects authors from inappropriate disclosure of sensitive information and ensures the technical accuracy, quality, and acceptability of the content released. The review is accomplished using the NASA Form (NF 1676), the electronic Document Availability Authorization (eDAA) form.
- b. In this directive, the NF 1676 is referenced as the “eDAA” (electronic Document Availability Authorization). Any version of the STI being released, i.e., abstract, draft, or final, shall be cleared via the eDAA process prior to its release. The eDAA serves as the official government record of the approval or disapproval of NASA STI. The eDAA form provides descriptive details about the STI. The STI and any relevant documentation are attached to the eDAA and electronically routed for review and approval. Thus, the eDAA encompasses the form, the STI, and any associated documentation.
- c. Timely completion of the eDAA clearance process prior to the release of the STI ensures the author is compliant with Agency policy and prevents the potential disclosure of protected information into the public domain. Annual audits by the Agency STI Program Office (STIPO) measure the level of author compliance with the STI review requirement. The Center is required to provide a compliance improvement plan whenever author compliance falls below the Agency metric.

## 1.2 Technical Review

Agency STI policy requires a technical review of STI. Technical reviews are handled outside the eDAA clearance process. The author arranges for a technical review of the STI by a peer or a group of subject matter experts not associated with the STI. Technical reviewers are not a co-author of the STI. The purpose of the technical review is to aid the author and evaluate the STI for: quality of information, accuracy, relevance, usefulness, audience suitability, clarity, completeness, and absence of bias. Guidance on performing a technical review is provided in Appendix E: Technical Reviewer Checklist.

## 1.3 Dissemination Review

Agency STI policy requires dissemination reviews by management, Export Control, and Legal as part of the eDAA clearance process.

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- a. The management approver reviews both the eDAA and STI. For the eDAA, an approver checks the form to ensure completeness and accuracy. For the STI, an approver performs a content review based upon the STI's technical and organizational merits. The technical merits include: quality of information, accuracy, relevance, usefulness, audience suitability, clarity, completeness, and absence of bias. In addition to the technical quality of the STI, the management approver reviews the STI to ensure it meets organizational objectives and institutional policies, including appropriate restricted notices are on the STI, new technology reporting if the STI discloses an invention, proper NASA logo use, and acknowledgement of NASA sponsorship. Guidance on performing a management review is found in Appendix F: Management Approver Review Checklist.
- b. The Export Control approver reviews both the eDAA and STI. For the eDAA, an approver checks the form to ensure completeness and accuracy. For the STI, an approver performs an export control review of the STI.
- c. The Legal approver reviews both the eDAA and STI. For the eDAA, an approver checks the form to ensure completeness and accuracy. For the STI, an approver performs an intellectual property review of the STI.

#### 1.4 Intellectual Property

Intellectual property laws and regulations protect the works of content creators through patents, copyright, and other legal measures used to preserve rights. Guidance for authors is found in Appendix G: Third-Party Content and Permissions.

- a. Authors who use third-party content in their STI shall obtain permissions from the content creator to allow usage of the content and include permissions along with their STI when submitting STI through the eDAA clearance process.
- b. NASA-authors asked to sign publisher agreements shall consult with the Center's patent or intellectual property counsel for appropriate guidance.
- c. NASA-authors who publish on their own behalf, and not as part of their official duties, should consult the Center's patent or intellectual property counsel for guidance on the appropriate way to list their work affiliation in the STI.

#### 1.6 NASA Style Guide Elements

- a. The NASA Style Guide defines graphic elements for "communications material" that is produced with NASA funds and conveys information about NASA projects, programs, and results to both external and internal audiences. Technical and academic material is excluded from using these elements unless it is being disseminated to a larger audience (e.g., through electronic slide presentations, nontechnical publications, websites). Technical and academic material considered NASA STI is disseminated to a wide audience via the Agency STI database, the NASA Technical

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Report Server (NTRS), therefore, in some cases the graphic elements should be used in the NASA STI.

- b. NASA STI is excluded from using NASA graphic elements if published in the NASA Report Series documents or through a format specified by a publisher such as in the case of a commercial journal publisher.
- c. NASA STI should use the NASA graphic elements if the format of the STI is not predefined by the publisher. For example, in most cases, conference presentations are left to the discretion of the author to format, and therefore, the use of the NASA graphic elements should be used.

## **1.7 Mis-releases**

- a. Mis-releases are STI released by the author before obtaining the required approvals via the eDAA clearance process.
- b. STI released without a review shall be submitted through the eDAA submission process to ensure no restricted information was disseminated.
- c. Annual audits by the STIPO assess the number of author mis-releases and determine a Center compliance rating reported to the Center Director.

## **CHAPTER 2. Responsibilities**

### **2.1 Director, Management Operations Directorate:**

Designates, on behalf of the Center Director, an STI Manager to oversee the GSFC STI Program (GSP).

### **2.2 The Technical Information and Management Service Branch (TIMS):**

- a. Oversees the GSP to manage the Center implementation of procedures for the review and approval of STI via the eDAA clearance process, and comply with Federal law and Agency standards.
- b. Manages and maintains currency of the GSP's processing statistics to assess author compliance with completing the eDAA clearance process prior to release of STI.

### **2.3 The GSFC STI Manager:**

- a. Implements and oversees the GSP, providing technical assistance and procedural guidance to GSFC organizations.
- b. Develops and maintains local procedures to ensure the STI is processed in accordance with higher level directives.

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- c. Coordinates the GSFC response to the annual STIPO publications audit and any subsequent actions resulting from the audit.
- d. Hosts quarterly STI policy and process meetings with STI liaison officers, and provide outreach and training activities as necessary.
- e. Facilitates the creation of a blanket authorizations when approved by the Export Control Office and Legal.
- f. Represents GSFC as a member of Agency STI boards and teams.

#### **2.4 The Center DAA Representative:**

- a. Reviews the eDAA for completeness, distribution availability category, restrictions, and accuracy.
- b. Ensures that the STI is complete for processing and include required notices (if applicable).
- c. Coordinates changes to eDAA and/or STI with STI initiators if necessary.
- d. Submits an eDAA and the STI to the Agency STI databases upon completion of quality review and processing.

#### **2.5 Directorate Management:**

- a. Ensures author compliance with the STI review requirement to clear STI via the eDAA prior to its release.
- b. Designates individual(s) to serve as STI liaison officers, using GSFC Form 25-55, to support the GSP. Appoint replacement STI liaison officers prior to when the current designees leave and notify the GSP of the new designees.
- c. Designates organizational management approvers for the review and approval of the STI including a Directorate-level approver in cases of STI mis-releases. Appoint replacement organizational management approvers prior to when the current designees leave and notify the GSP of the new designees.
- d. Designate STI initiators to complete the eDAA on behalf of the author. Appoint replacement STI initiators prior to when the current designees leave and notify the GSP of the new designees.
- e. Initiates process for Blanket Authorizations through the Export Control Office and Legal when appropriate.

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## 2.6 The STI Liaison Officer:

- a. Serves as liaison between the organization and the GSP and attend meetings.
- b. Assists the organization with processing all applicable STI through the eDAA clearance process.
- c. Assists the organization with monitoring STI metrics to ensure compliance with Agency requirements.
- d. Interfaces with the organization to promote STI awareness.
- e. Assists the organization and the GSP with STI process and eDAA form changes.

## 2.7 The STI Initiator:

- a. Completes timely eDAA submissions on behalf of authors.
- b. Shares the form with Legal and any other designated users as applicable.
- c. Serves as the point-of-contact for STI if corrections needed for STI and/or the eDAA.
- d. Tracks the STI through the eDAA clearance process and notifies authors when eDAA approved or disapproved.

## 2.8 The Technical Reviewer:

- a. Provides timely technical review of the STI.

## 2.9 The Management Approver:

- a. Reviews eDAA information for completeness and accuracy.
- b. Reviews the STI for technical content and/or organizational criteria to determine if the STI is acceptable for release.
- c. Coordinates changes to the eDAA and STI with authors. If changes include changes to content then the approver returns the eDAA to the STI initiator to start the eDAA clearance process all over again. If the changes are related to grammar, typos, and insignificant content changes then the approver can approve STI to continue the clearance process.
- d. Ensures eDAA and the STI are reviewed and approved/disapproved in timely manner so the eDAA approval process is completed prior to the release of the STI.



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- e. Provides a justification for disapproving the STI in the approver comments section of the eDAA.

## **2.10 The Export Control Approver:**

- a. Performs timely reviews of eDAA submissions.
- b. Coordinates changes to the eDAA and STI with authors.

## **2.11 The Legal Approver:**

- a. Performs timely reviews of eDAA submissions.
- b. Coordinates changes to the eDAA and STI with authors.
- c. Reviews and approves/disapproves requests for the STI to be designated as “fundamental research” in conjunction with the Export Control Office to authorize creation of a Blanket Authorization.

## **2.12 The Website Owner, Webmaster, and Curator:**

- a. Clears website containing STI through the eDAA process prior to posting content to the website.
- b. Ensures that all posted STI is dated at the time of posting.
- c. Clears website containing STI on an annual basis through the eDAA clearance process.

## **2.13 The STI Author:**

- a. Prepares STI for the eDAA clearance process. Refer to Appendix C: Author STI Preparation Checklist for guidance.
- b. Ensures the STI receives a technical review prior to submission through the eDAA clearance process.
- c. Follows the NASA Style Guide use of the appropriate Agency communication elements when the STI format is not specified by a publisher or published as a NASA Technical Report series report.
- d. Obtains permissions to use third-party content and include with STI submission when applicable. Refer to Appendix G: Third-Party Content and Permissions for guidance.
- e. Makes a reasonable effort to ensure their STI is 508-compliant, regardless of the type of STI. For example, authors should use descriptive text for charts and graphs so machine-readers can interpret the content.

- f. Coordinates eDAA submission with organizational STI initiators.
- g. Reconciles discrepancies about the STI arising from the dissemination and quality reviews.
- h. Ensures the STI is only released after all required authorizations are obtained by means of eDAA clearance process to be compliant with Agency review policy.
- i. Submits the STI through the eDAA review even in cases where the STI is mis-released, i.e., released without an eDAA clearance process.

### CHAPTER 3. eDAA Clearance Process and Requirements

NASA STI is cleared to ensure the appropriate dissemination reviews and approvals are done and the content is acceptable for release. The eDAA clearance process and requirements are outlined in a series of steps for regular submissions and Blanket Authorizations.

#### 3.1 Steps for Routine eDAA Submissions

- a. **Step 1 is the STI Submission:** The author initiates the eDAA clearance process by coordinating with the STI initiator. Authors provide the STI, the GSFC Form 25-49, and permissions (if applicable) to the STI initiator to prepare and submit the eDAA on behalf of the author. Authors work together with the STI initiator to ensure the eDAA is accurately completed. Refer to Appendix D: Author Information for STI initiator for guidance.
- b. **Step 2 is the Creation of the eDAA:** The eDAA is completed on behalf of the author by the STI initiator. STI initiators shall complete the eDAA in a timely fashion to ensure the form is routed for approvals. STI initiators electronically share/link the eDAA with designated offices as instructed by the GSP. STI initiators track the eDAA through the routing process and coordinate corrections to the eDAA and STI as requested by approvers and authors. STI initiators receive email notification of the STI's approval or disapproval for release after the DAA representative's quality control review outlined in **Step 4**. STI initiators should communicate with the authors when notified that a form is approved or disapproved.
- c. **Step 3 is the Dissemination Review:** The dissemination review is performed by management, the Export Control Office, and if necessary, Legal to ensure the STI is acceptable for dissemination.
  - (1) The management, Export Control Office, and Legal approvers shall review both the eDAA and STI for accuracy and approval purposes. An approver can edit the eDAA and change the form selections as appropriate. If the STI content requires changes in order to make it acceptable for dissemination then the author has to revise the STI content and provide the revised STI to the STI initiator. The STI initiator replaces the original STI with the revised STI and sends the eDAA through the approval routing again. If an approver determines the STI is unacceptable for

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dissemination despite the author content changes then the eDAA is disapproved. Disapproved forms end the clearance process. If no changes are needed and the STI is acceptable for dissemination then the eDAA is approved. Approved eDAAs route to the next approver.

(2) In cases of late eDAA submissions where forms are submitted after the event/release date, a Directorate management approver shall review both the eDAA and STI for accuracy and approval purposes. An approver can edit the eDAA and change the form selections as appropriate. If the STI content requires changes in order to make it acceptable for dissemination then the author has to revise the STI content and provide the revised STI to the STI initiator. The STI initiator replaces the original STI with the revised STI and sends the eDAA through the approval routing again. If an approver determines the STI is unacceptable for dissemination despite the author content changes then the eDAA is disapproved. Disapproved forms end the clearance process. If no changes are needed and the STI is acceptable for dissemination then the eDAA is approved. Approved eDAAs route to the next approver.

- d. **Step 4 is the Quality Control Review:** The DAA representative shall perform a quality control review of the eDAA and STI to ensure they meet Agency processing standards. The DAA representative can edit the eDAA and make changes to the form selections if deemed appropriate. If changes to the eDAA and/or STI are necessary then the DAA representative coordinates changes with the STI initiator for resolution. If the quality control review finds no errors, then the eDAA is approved and submitted to the Agency STI eDAA System. The STI initiator and/or author receives notification of the approval of the form. If attempts to correct problems are unsuccessful, i.e., the author does not provide a corrected STI, then the eDAA is disapproved and the clearance process ends. The STI initiator and/or author receives notification of the disapproval of the form.

### 3.2 Steps for Blanket Availability Authorization

STI generated from programs and projects that are determined by the GSFC Export Control Office and Legal to be wholly fundamental research can be expedited via eDAA clearance process by establishing a Blanket Availability Authorization (BAA). Once a Blanket Authorization is established, STI submitted under the BAA only requires one approval by a management approver for the STI to be released; the STI does not require approval by Export Control or Legal.

- a. **Step 1 is the Project/Program Initiation of BAA:** Project or program contacts the Export Control Office to request a determination that STI produced as part of the project or program is fundamental research. If approved, a BAA will be valid for a specific time period before expiring. BAAs can be renewed as necessary.
- b. **Step 2 is the Determination of Fundamental Research:** The Export Control Office coordinates with Legal to determine if the project or program research qualifies as fundamental research before approval to use a BAA is granted. Once approved, the project or program contacts the GSP and provides confirmation of the approval by the Export Control Office and Legal.

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- c. **Step 3 is the Processing of the BAA Request:** The program or project contacts the GSP to process the BAA. The program or project provides the approval of the BAA, the time period it will cover, and the name of the management approver who will review the STI. The BAA will receive a BAA number to use for submissions and this number is provided to the program or project for the eDAA submissions.
- d. **Step 4 is the Initiator Creates the BAA eDAA:** The project or program STI initiator completes an eDAA for the first STI to be submitted under the BAA by completing the BAA section on the eDAA. Once the BAA section is filled for the first form then subsequent forms will only need to input the BAA number and the form will auto-populate the BAA information.
- e. **Step 5 is the Dissemination Review:** The designated management approver shall review both the eDAA and STI for accuracy and approval purposes. An approver can edit the eDAA and change the form selections as appropriate. If the STI content requires changes in order to make it acceptable for dissemination then the author has to revise the STI content and provide the revised STI to the STI initiator. The STI initiator replaces the original STI with the revised STI and sends the eDAA through the approval routing again. If an approver determines the STI is unacceptable for dissemination despite the author content changes then the eDAA is disapproved. Disapproved forms end the clearance process. If no changes are needed and the STI is acceptable for dissemination then the eDAA is approved. Approved eDAAs route to the next approver.
- f. **Step 6 is the Quality Control Review:** The DAA representative shall perform a quality control review of the eDAA and STI to ensure they meet Agency processing standards. The DAA representative can edit the eDAA and make changes to the form selections if deemed appropriate. If changes to the eDAA and/or STI are necessary then the DAA representative coordinates changes with the STI initiator for resolution. If the quality control review finds no errors, then the eDAA is approved and submitted to the Agency STI eDAA System. The STI initiator and/or author receives notification of the approval of the form. If attempts to correct problems are unsuccessful, i.e., the author does not provide a corrected STI, then the eDAA is disapproved and the clearance process ends. The STI initiator and/or author receives notification of the disapproval of the form.

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## APPENDIX A: Definitions

**Abstract** – Abstracts summarize the contents of an STI, e.g., a book, article, presentation, video, etc.

**Author** – Authors are individuals or persons who participate in the performance of the work from which the STI results and who can effectively defend the main technical content of the publication to a peer group.

**Agency Scientific and Technical Information Program Office (STIPO)** - The Agency STIPO collects, catalogues, protects, announces, disseminates, and archives the results of NASA-funded research and make it available to the appropriate audience, i.e., the public.

**Blanket Availability Authorization** – A condition where a “master” eDAA is approved to cover a project, task order, and contract or grant that has been designated as “fundamental research.” The Export Control Office and Legal have to approve requests to designate a program or elements of a program as fundamental research. STI falling under the designation of fundamental research is public domain information without any restrictions – ITAR/EAR, SBU, or other kind of limitation preventing its release to the public. Establishing a Blanket Authorization requires approval by the Export Control Office, Legal, and the GSP.

**Copyright** – Copyright protects original works of authorship fixed in a tangible medium of expression.

**Dissemination** - Dissemination refers to the release of STI via any information channel including print and digital means.

**Dissemination Review** – The dissemination review refers to the review and approval/disapproval of the STI by approvers from organizational management, the Export Control Office, and Legal.

**Distribution Limitation** – A distribution limitation is a selection on the eDAA specifying the intended audience for the STI, e.g., public.

**eDAA (electronic Document Availability Authorization)** - The eDAA refers to the electronic version of the NASA Form 1676 (NF 1676).

**eDAA Submission** – The eDAA Submission refers to all the materials submitted for review: eDAA form, the STI, the GSFC Form 25-49, and any other relevant documentation such as third-party permissions.

**Final Submission** – STI that is in its final version with no expected changes. The eDAA is used to determine how to appropriately release the STI. It helps management and Export Control Administrators decide if ITAR or EAR regulations apply, or if any other restrictions should be placed on the information.

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**Fundamental Research** – Fundamental research means basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons. (National Security Decision Directive 189)

**Intellectual Property** – Intellectual property refers to creations of the mind such as inventions and literary works to which one has rights.

**Management Approver** – The management approver is a civil servant with the technical expertise and management authority to perform reviews of the STI as part of the eDAA clearance process.

**Mis-release** – A mis-release is STI that has been released, published, or shared externally to NASA or internally with Foreign Nationals prior to the STI being approved via the eDAA process.

**NASA Form 1676 (NF 1676)** – The NF 1676 is synonymous with the electronic Document Availability Authorization (eDAA) Form. The eDAA is used to determine how to appropriately release the STI. It helps management and Export Control Administrators decide if ITAR or EAR regulations apply, or if any other restrictions should be placed on the information.

**NASA STI Report Series** – The NASA STI Report Series are distinct report categories for NASA STI reports. The NASA Report Series comprises six types of publications: Conference Publications (CP), Technical Memorandums (TM), Technical Publications (TP), Technical Translations (TT), and Special Publications (SP).

**Patent** – A patent allows the owner the rights to exclude others from marking, using, offering for sale, or selling the inventions in the U.S. or from importing the invention into this country.

**Peer-Reviewed Accepted Manuscript** – The peer-reviewed accepted manuscript is the version of the journal article accepted for publication by a journal publisher and includes changes requested by the publisher and made by the author during the peer-review process. It typically includes the same content as the published article in the journal but frequently (not always) does not include the publisher's form or format.

**Preprint** – A preprint is the version of the journal article submitted to the journal publisher to request acceptance and publication.

**Publisher Agreement** – A publisher agreement is a legal contract between a publisher and an author to publish written material. Authors should not sign publisher agreements without first seeking legal guidance. Most publisher agreements proffered cannot be signed by civil servants, but Legal provides authors with alternate agreements.

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**Reprint** – A reprint is the version of the journal article formatted and published by the journal publisher. It will typically have the date of publication and volume number. Some Federal agencies and publishers also call these the Version of Record manuscript.

**Restrictions** – Restrictions are used to limit access to the STI depending on the type of restriction applicable such as EAR, ITAR, proprietary, and SBIR.

**STI** – Scientific and Technical Information. Agency policy defines STI as the results (the analyses of data, facts, and resulting conclusions) of basic and applied scientific, technical, and related engineering research and development.

**STI Initiator** – The STI initiator is designated by organizational management to coordinate and complete the eDAA submission on behalf of authors.

**STI Review** – The STI review is a process that starts with a technical review of the STI prior to the submission of the eDAA, the review and approval/disapproval of the eDAA, and ends with a quality control review of the eDAA by the DAA representative.

**Technical Review** - The technical reviews assesses the technical integrity and merit of the activity or research being performed and the results being documented. Review is done before an eDAA (NF 1676) is submitted for an STI.

**Third-Party Content** – Third-party content is any copyrighted data not created by a civil servant or group under government funding.

**Third-Party Permission** – A third-party permission is a documented statement (email, letter, etc.) obtained by author permitting NASA to archive and disseminate the STI containing third-party content.

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## APPENDIX B: Acronyms

BAA	Blanket Availability Authorization
CEA	Center Export Administrator
CO	Contracting Officer
COR	Contracting Officer's Representative
CP	Conference Publications
DAA	Document Availability Authorization
EAR	Export Administration Regulations
eDAA	electronic Document Availability Authorization
GO	Grant Officer
GPR	Goddard Procedural Requirements
GSFC	Goddard Space Flight Center
GSP	GSFC STI Program
GTO	Grants Technical Officer
IPO	Intellectual Property Officers
ITAR	International Traffic in Arms Regulations
MOSI	Management Operations Services and Information
NASA	National Aeronautics and Space Administration
NF	NASA Form
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NTR	New Technology Report
NTRS	NASA Technical Report Server (NTRS Registered)
PDF	Portable Document Format
SATERN	System for Administration, Training, and Educational Resources for NASA
SBIR	Small Business Innovative Research
SP	Special Publications
STI	Scientific and Technical Information
STIPO	STI Program Office
TM	Technical Memorandums
TP	Technical Publications
TT	Technical Translations

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### APPENDIX C: Author STI Preparation Checklist

The content creation process can be an involved process for authors. The following checklist is an aid for authors in reviewing their content before submitting it for an eDAA review.

<b>Author STI Preparation Checklist</b>	
Any STI released external to NASA or internally to foreign nationals has to be cleared prior to dissemination via the eDAA including abstracts, drafts, finals, preprints, and accepted manuscripts.	
<b>Checklist</b>	
	Title is clear and succinct.
	Authors are listed in order of contribution (unless a different order is specified by the publisher) and their affiliations included. Presentations should list the presenter and contributing authors. Authors should list the individual names of contributing authors on a team/project rather than listing the name of the team/project.
	An abstract summarizes the STI.
	Report is written clearly.
	Pages are numbered for presentations, papers, etc.
	All numbered or lettered items (figures, tables, equations, references, and appendixes) are introduced in the correct order.
	All numbered or lettered items are numbered or lettered correctly and referred to accurately.
	No incorrectly or inconsistently spelled words or obvious grammar or punctuation errors exist.
	No statements that will embarrass NASA or the U.S. Government are included.
	Any conclusions presented are supported by the text.
	Every reference cited is available with sufficient information to identify the correct document.
	Graphic and tabular data are clearly presented and are consistent with attribution to the source if applicable. Provide alternate tags describing figures, tables, and images to comply with the Section 508, the Rehabilitation Act, to assist persons with disabilities understand this type of content.
	The document complies with policies for restricted, proprietary, or copyrighted information with the appropriate notices on the STI to indicate these protections.
	Permissions to use third-party content have been obtained to include with the eDAA submission.
	Arrange for technical review before submitting through the eDAA clearance process.
	NASA Report Series Reports – submit a Management Operations Services and Information (MOSI) request for editing services to format report in Agency standard format before the eDAA review.

## APPENDIX D: Author Information for the STI Initiator

The author should provide the STI initiator specific information about the STI in order for the initiator to accurately process the eDAA. The following table captures the questions and data fields from the eDAA to be completed by the initiator.

<b>Author Information for STI Initiator to Complete eDAA</b>	
<b><i>eDAA Information Needed</i></b>	<b><i>Responses</i></b>
Is this a new STI?	Yes   No
Author Types (the first 5 authors are input into the eDAA and then checkboxes are used to indicate affiliations for all authors listed after the fifth author)	See <b>Form Selections</b> for choices
Subject category (optional)	See <b>Form Selections</b> for choices
Keywords (optional)	Author provided terms
Provide abstract if not already in STI	Author provided abstract
STI Type	See <b>Form Selections</b> for choices
Venue details	See <b>Form Selections</b> for choices
Process as	<ul style="list-style-type: none"> <li>• Submission/Draft</li> <li>• Final</li> </ul>
Technical review	See <b>Form Selections</b> for choices
Distribution Limitations	See <b>Form Selections</b> for choices
Does the STI contain Export Administration Regulation (EAR) controlled information?	Yes   No   I don't know
Does the STI contain International Traffic in Arms Regulations (ITAR) controlled information?	Yes   No   I don't know
Does STI contain proprietary or sensitive information?	See <b>Form Selections</b> for choices
Does the STI disclose an invention?	Yes   No If yes, complete the NF 1679 for new technologies and provide case number for eDAA
Does STI include text, images, photos, graphics, or material which was produced by a third-party?	Yes   No If yes, attach third-party permissions
Does the STI contain a copyright mark © or statement?	Yes   No If yes, attach third-party permissions
Does the STI embody a potential lessons learned?	Yes   No
Is information in the STI influential or highly influential?	Yes   No

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Form Selections	
Author Types	Indicate if at least one co-author is: <ul style="list-style-type: none"> <li>• US Civil Servant</li> <li>• NASA Contractor or Grantee</li> <li>• Other/DRE/Emeritus</li> <li>• Editor or Compiler</li> </ul>
STI Types	Select all that apply: <ul style="list-style-type: none"> <li>• Book chapter, book</li> <li>• Conference paper, poster, presentation</li> <li>• Content for: restricted website, public website</li> <li>• Journal preprint, accepted manuscript, reprint</li> <li>• NASA Technical Report</li> <li>• Oral/visual presentation</li> <li>• Technical Report</li> <li>• Thesis/Dissertation</li> <li>• Video</li> </ul>
Venue details	<ul style="list-style-type: none"> <li>• Venue/Event Location</li> <li>• Venue/Event Name/Journal Name/Etc.</li> <li>• Venue/Event Sponsor/Publisher</li> <li>• Venue/Publisher/Article URL</li> <li>• Venue/Event Date/Publication Date</li> <li>• Conference Dates</li> <li>• Release Date</li> </ul>
Technical review	Select one: <ul style="list-style-type: none"> <li>• Single expert</li> <li>• peer committee</li> <li>• NASA Technical Mgt.</li> <li>• Profession review</li> <li>• OMB review</li> </ul>
Distribution Limitations	Select one: <ul style="list-style-type: none"> <li>• There are no distribution limitations</li> <li>• Distribution to US Persons</li> <li>• US Govt Agencies and US Govt Contractors</li> <li>• US Govt Agencies Only</li> <li>• US Govt and NASA Contractors Only</li> <li>• NASA Personnel and NASA Contractors Only</li> <li>• NASA Personnel Only</li> <li>• Available Only With Approval Office               <ul style="list-style-type: none"> <li>○ Limited until (date) _____</li> </ul> </li> </ul>
Does STI contain proprietary or sensitive information?	Select all that apply: <ul style="list-style-type: none"> <li>• None</li> <li>• Limited Rights Data</li> <li>• Limited Small Business Innovative Research (SBIR) that should be released to the public</li> <li>• Trade secret/commercial confidential</li> <li>• Produced under Space Act Agreement</li> <li>• Sensitive but Unclassified</li> </ul>

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Form Selections	
Subject Divisions	Subject Categories (pick one)
Aeronautics	Aeronautics (General)
	Aerodynamics
	Air Transportation and Safety
	Aircraft Communications and Navigation
	Aircraft Design, Testing and Performance
	Avionics and Aircraft Instrumentation
	Aircraft Propulsion and Power
	Aircraft Stability and Control
	Research and Support Facilities (Air)
Astronautics	Astronautics (General)
	Astrodynamics
	Ground Support Systems and Facilities (Space)
	Launch Vehicles and Launch Operations
	Space Transportation and Safety
	Space Communications, Spacecraft Communications, Command and Tracking
	Spacecraft Design, Testing and Performance
	Spacecraft Instrumentation and Astrionics
	Spacecraft Propulsion and Power
Chemistry and Metals	Chemistry and Materials (General)
	Composite Materials
	Inorganic, Organic and Physical Chemistry
	Metals and Metallic Materials
	Nonmetallic Materials
	Propellants and Fuels
	Space Processing
Engineering	Engineering (General)
	Communications and Radar
	Electronics and Electrical Engineering
	Fluid Mechanics and Thermodynamics
	Instrumentation and Photography
	Lasers and Masers
	Mechanical Engineering
	Quality Assurance and Reliability
Geosciences	Structural Mechanics
	Geosciences (General)
	Earth Resources and Remote Sensing
	Energy Production and Conversion
	Environment Pollution
	Geophysics
	Meteorology and Climatology
	Oceanography

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<b>Form Selections</b>	
<b>Subject Divisions</b>	<b>Subject Categories (pick one)</b>
Life Sciences	Life Sciences (General)
	Aerospace Medicine
	Behavioral Sciences
	Man/System Technology and Life Support
	Exobiology
Mathematical and Computer Sciences	Mathematical and Computer Sciences (General)
	Computer Operations and Hardware
	Computer Programming and Software
	Computer Systems
	Cybernetics, Artificial Intelligence and Robotics
	Numerical Analysis
	Statistics and Probability
	Systems Analysis and Operations Research
	Theoretical Mathematics
Physics	Physics (General)
	Acoustics
	Atomic and Molecular Physics
	Nuclear Physics
	Optics
	Plasma Physics
	Solid-State Physics
	Physics of Elementary Particles and Fields
Social Sciences	Social and Information Sciences (General)
	Administration and Management
	Documentation and Information Science
	Economics and Cost Analysis
	Law, Political Science and Space Policy
	Technology Utilization and Surface Transportation
Space Sciences	Space Sciences (General)
	Astronomy
	Astrophysics
	Lunar and Planetary Science and Exploration
	Solar Physics
	Space Radiation
General	General

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## APPENDIX E: Technical Reviewer Checklist

NASA has high publishing standards with an emphasis on technical accuracy. Technical reviewers perform an important role by reviewing content to evaluate the technical integrity and merit of the research and results. Technical review of the STI content includes: quality of information; accuracy; relevance and usefulness; audience suitability; clarity; completeness; and objectivity.

Technical reviews are performed by personnel and peers who have expertise within the technical discipline of the activity or research being documented. These reviews assess the technical integrity and merit of the activity or research being performed and the results being documented. Technical reviewers should provide comments on the author's assumptions, technical approach, analysis, results, conclusions, references, etc. Technical reviewers are not co-authors.

The following checklist is provided for reviewers to aid in the review process and improve the technical content of the STI.

Y/N	Technical Reviewer Checklist
	Is the title as brief as possible without obscuring the meaning?
	Is there an abstract?
	Is the content original and new?
	Is it clearly written?
	Are the methods and rationale valid?
	Are all the mathematics correct?
	Do the illustrations, tables, and charts support the text?
	Are the references current and relevant to the subject?
	Are acronyms defined on first use?
	Is there an acronym table included?
	Comments for author:

## APPENDIX F: Management Approver Review Checklist

Management approvers have an important role in reviewing the STI before it is released by authors. They assess the content presented in the STI and determine if it is acceptable for release.

Management approver responsibilities include:

- Ensuring the information on the eDAA is accurate and correct
- Reviewing STI for technical content and/or organizational criteria
  - Technical content review criteria includes quality of information, accuracy, relevance and usefulness, audience suitability, clarity, completeness, and absence of bias
  - Organizational review criteria are generally determined by the organization and include the acceptability of information for release in conformance with applicable organizational objectives and institutional policies, including protection of restricted information, new technology reporting, proper NASA Logo use, and NASA sponsorship

The following checklist is provided for manager reviewers to aid in the review process.

Y/N	Management Approver Checklist
	<b>eDAA</b>
	Is the form completed correctly?
	Are the technical reviewers listed on the eDAA?
	Has the author selected the appropriate audience for the distribution availability?
	Has the author selected the appropriate restrictions, if any, for this STI?
	Has the STI disclosed a new technology? If so, did the author complete a NF 1679 for it?
	<b>STI</b>
	Is the title as brief as possible without obscuring the meaning?
	Is there an abstract?
	Is the content original and new?
	Is it clearly written?
	Are the methods and rationale valid?
	Are all the mathematics correct?
	Do the illustrations, tables, and charts support the text?
	Are the references current and relevant to the subject?
	Are acronyms defined on first use?
	Is there an acronym table included?
	Are restriction notices included on the STI?
	Is this STI acceptable for release?

## APPENDIX G: Third-Party Content and Permissions

Authors need to be aware of intellectual property issues when they publish STI. Concerns include the scope of protections your STI is afforded by US Copyright law and whether you need permission from third-parties to use their content in your STI. Authors should consult with Legal for guidance regarding the use of copyrighted works in their STIs. A copyright and permissions workflow is provided in Figure 1 for guidance.

### I. Copyright

Copyright protects original works of authorship fixed in a tangible medium of expression.

Examples include:

- Written Works
- Computer Software
- Images
- Architecture
- Artistic Work
- Musical Works

**Important:** Always assume there is a copyright in the absence of contrary evidence, even if there is no copyright notice.

Content is any copyrighted data not created by a civil servant or under government funding.

Copyright infringement is the illegal use of copyrighted data, and includes impermissible use of third-party content. In most cases, authors must obtain written permission from content providers in order to use their work (cartoons, tables, graphics, photos, etc.).

Authors need to obtain permission from copyright owners to use content and include the permissions with their eDAA submission.

### II. Permissions

Authors need to obtain permission from non-NASA affiliated authors to use their content in an STI. The content provider may provide their own permission statement for the author to use. These permissions should indicate that the content contains no restricted information and can be released to the public.

The following permission statements can be used for obtaining permission to use copyrighted content and either statement is acceptable to use.

#### A. Basic Permission Statement

The third-party content owner provides the author a written statement that states,

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“I, \_\_\_\_\_, am the content owner of \_\_\_\_\_ give permission to \_\_\_\_\_ to use my work in the following publication, \_\_\_\_\_. My content does not contain any restricted information and it can be released to the public.

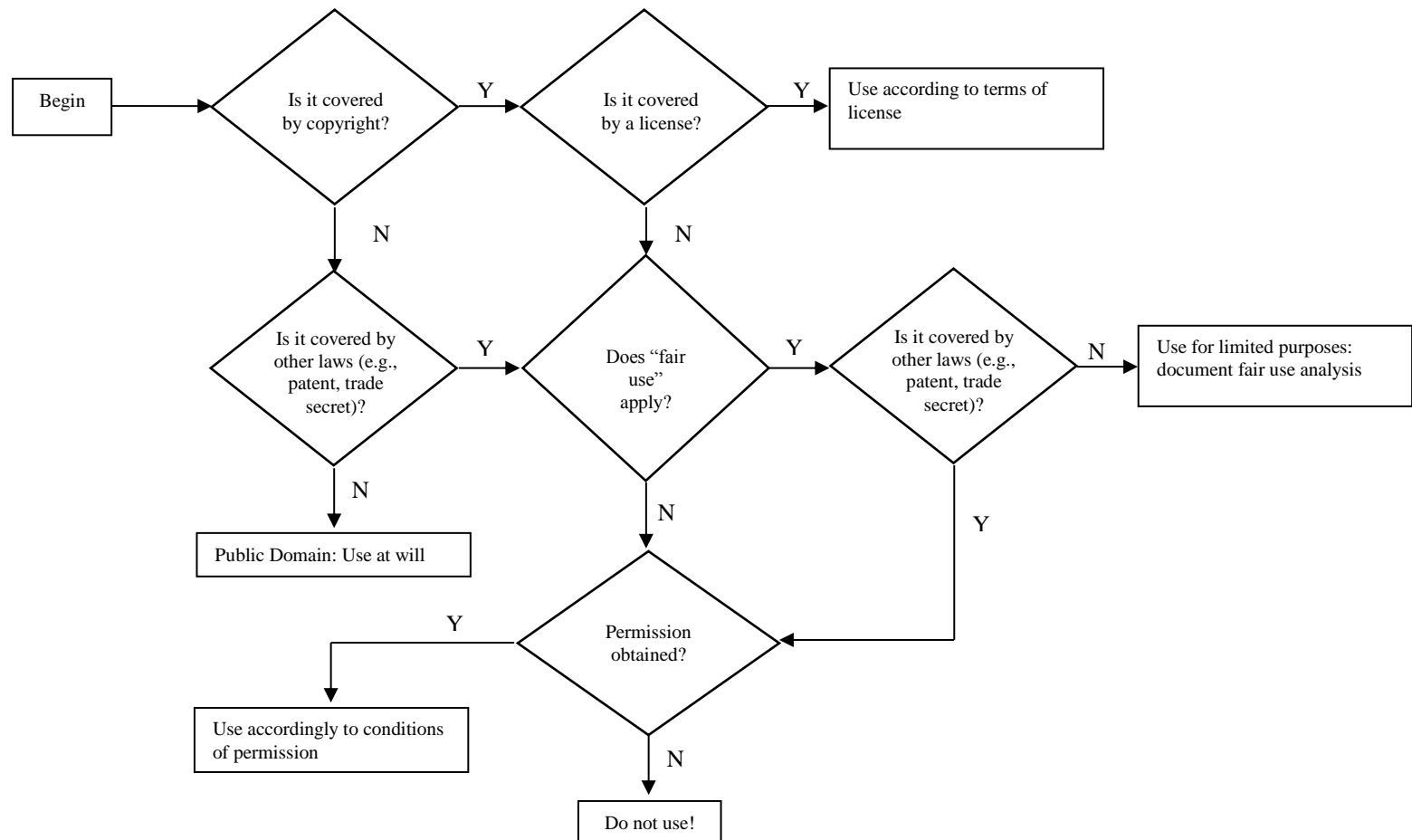
## **B. Formal Permission Statement**

*The Authors hereby grant to the United States Government the right to use, reproduce, edit, prepare derivative works, publish, broadcast, distribute copies to the public, perform publicly, and display publicly the submission, including text illustrations and any ancillary material, and the right to use and license others to use the above submission in all media throughout the world in perpetuity. The Author(s) represent to NASA that, to the best of the Author's knowledge, he/she/they are the original author(s) of the Work and the work either does not incorporate third-party works or permissions (if necessary) to use materials of third parties have been obtained; and that the work does not infringe upon any existing copyright, proprietary right, or other right of a third-party. The author verifies this work does not contain any restricted information and it can be released to the public.*

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**Figure 1. Third-Party Content and Permissions Workflow**



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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	10/02/09	Initial Release
	02/28/14	Administratively extended for 1 year.
A	01/10/18	Expanded the Preface to provide more details on the applicability of the STI review requirements. Revised the Procedures section with new information: Chapter 1 gives an overview of STI and the different reviews for STI; Chapter 2 defines the responsibilities of staff engaged in STI activities; and Chapter 3 addresses the eDAA clearance process. Appendices A through G provide guidance, checklists, and a workflow to aid preparing, submitting, and reviewing STI.
B	07/16/19	Administrative Revision: Added new form, GSFC 25-52, Mentor Preliminary Review Checklist for Intern Projects to P4 Applicable Documents and Forms and P8 Records. In addition, shall statements were reduced to one per paragraph.

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